


Welcome


How to Register with the City
of Lincoln – Electronically

“E-Bidding”

Vendor Registration, Cont.

Next, click on the E-Bidding Log In Screen Link:

lincoln.ne.gov



City of Lincoln
Purchasing

Bidding Opportunities & Awards

★ Coming Soon - Electronic Bidding ★
Vendor Registration is Now Available

● [What is E-Bidding?](#)
● [Vendor Registration](#) ← **Click Here to Register**
● [Steps to Register](#) [PDF Version](#)

If you are having problems with Adobe Acrobat, please see the City's [help section](#) regarding Adobe files.

NOTE: Watch for Changes! Anyone Downloading City of Lincoln/Lancaster County bid or quote information must monitor the bid and/or quote listing for any addendums. They will be posted in the "Downloads" column as "Addendum".


Contact the Purchasing Office at 402/441-7410 if you have any questions regarding a bid or quote. You can also e-mail us at purchasing@lincoln.ne.gov. We will be glad to assist you or get you in contact with the appropriate person.

● [How to Install Expedite and Open Bid Document](#)
● [Download Expedite](#)

| Formal Bids | | | |
|----------------------|----------------------|----------------------|----------------------|
| 2007 | 2006 | 2005 | 2004 |

Vendor Registration, Cont.

Next, click on the Supplier Registration Link:



InterLine lincoln.ne.gov lancaster.ne.gov

City of Lincoln AND Lancaster County Nebraska, USA

Application Login

Username:

Password:

[Forgot your Password?](#)

Application Links

[Lincoln Purchasing](#)

[Supplier Registration](#)

[Current Bid Opportunities](#)

[Awarded Bid Information](#)

Click on Supplier Registration

Version 5.2

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In order to use this site, your browser must support JavaScript.
For best results, we recommend Internet Explorer 6.x or greater.

Vendor Registration, Cont.

Select Supplier Registration

- Terms & Conditions (*Step 1 of 6*)
 - Select **Accept Terms & Conditions (located at bottom right of page)**
 - Click Next
- Company Information (*Step 2 of 6*)
 - Name, etc. (***Indicates a required field**)
 - Click Next
- Address Information (*Step 3 of 6*)
 - Primary Address
 - Remittance Address – Select **Same as Corporate** if the remittance is the same as the primary
 - Click Next

Vendor Registration Cont.

- Vendor Classification (*Step 4 of 6*)
 - Special Classifications (Optional)
 - Disadvantaged Business Enterprise
 - Disabled Owned Business
 - Lincoln/Lancaster County Owned Business
 - Minority Business Enterprise
 - Nebraska Owned Business
 - Woman Owned Business
 - Commodities (Mandatory)
 - Click on Add or Remove Commodities
 - Select ALL commodities that pertain to the commodities or services your company provides
 - Save Selection
 - (See Screen Example On Next Page)
 - Click Next

Vendor Registration Cont.

The screenshot displays a web-based interface for vendor registration. At the top, there is a search bar with a "[Search]" button. Below the search bar are two links: "[Expand All]" and "[Collapse All]". A section titled "Commodities" is expanded, showing a list of various commodity categories. Each category is preceded by a "[Select]" link. To the right of the list, there is a vertical scrollbar and a "[Save Selections]" button. Below the scrollbar, the text "Selected Commodities:" is visible, followed by another "[Save Selections]" button. Two arrows point to specific items in the list: arrow #1 points to "Automotive Accessories for Automobiles, Buses, Trucks, etc." and arrow #2 points to "Animals, Birds, Marine Life, and Poultry, including Accessory Items".

[Search]

[Expand All] [Collapse All]

Commodities

- [Select] Abrasives
- [Select] Acoustical Tile, Insulating Materials, and Supplies
- [Select] Addressing, Copying, Mimeograph and Spirit Duplicating Machine
- [Select] Agricultural Crops and Grains including Fruits, Melons, Nuts and
- [Select] Agricultural Equipment, Implements, and Accessories (See Class
- [Select] Agricultural Implement and Accessory Parts
- [Select] Air Compressors and Accessories
- [Select] Air Conditioning, Heating, and Ventilating: Equipment, Parts & Ac
- [Select] Aircraft and Airport, Equipment, Parts and Supplies
- [Select] Amusement, Decorations, Entertainment, Toys, etc.
- [Select] Animals, Birds, Marine Life, and Poultry, including Accessory Item
- [Select] Appliances and Equipment, Household Type
- [Select] Art Equipment and Supplies
- [Select] Art Objects
- [Select] Automotive Accessories for Automobiles, Buses, Trucks, etc.
- [Select] Automotive Maintenance Items and Repair/Replacement Parts
- [Select] Automotive Bodies, Accessories, and Parts
- [Select] Automotive Vehicles and Related Transportation Equipment
- [Select] Automotive Shop Equipment and Supplies
- [Select] Badges, Emblems, Name Tags and Plates, Jewelry, etc.
- [Select] Bags, Bagging, Ties and Erosion Control Equipment
- [Select] Bakery Equipment, Commercial
- [Select] Barber and Beauty Shop Equipment and Supplies
- [Select] Barrels, Drums, Kegs and Containers
- [Select] Bearings (Except Wheel Bearings and Seals - See Class 860)
- [Select] Belts and Belting: Conveyor, Elevator, Power Transmission, and

[Save Selections]

Selected Commodities:

[Save Selections]

#2

Click
"Save
Selections"

#1

Click and
select any
commodity

Vendor Registration Cont.

- User Information (*Step 5 of 6*)
 - Enter User Information – this is the name of the contact person – bid notifications will be sent to this e-mail address
 - Assign a User ID and Password (password must be at least five characters with one character being a number. If you forget your password, you can only try to login to the system three times. If you exceed that, you will not be able to continue and you will need to contact our office to be reactivated)
 - Select Time Zone
 - Click Next
- Review and Submit (*Step 6 of 6*)
 - Select **[Edit]** to change any part of your registration
 - Click Submit Registration

CITY OF LINCOLN

PURCHASING STAFF

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